

## **Kansas City Composite Squadron Position Policies**

### **TEST CONTROL OFFICER (TCO) (P204)**

#### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

#### **DUTIES**

Reports to the Professional Development Officer

Manages and directs the CAP professional development testing program

They shall:

- Obtain, administer, safeguard, and return education and training materials used in Civil Air Patrol CAPR 50-17 para 1-4 & 2-4
- Administer the testing program in accordance with CAP directives, including proper disposition of testing results CAPR 50-4 & CAPR 50-17
- The testing officer should be familiar with the provision of CAPR 50-4, CAPR 52-16, CAPR 50-17, and CAPP 8
- Ensure all testing materials secure and document that materials are inventoried every 90 days CAPR 50-4 para 1-5 & 2-6
- Inventory tests at least once every 90 days
- Maintain test inventory logs for at least 24 months CAPR 50-17 para 1-5c and 2-6c
- Know directives applicable to professional development programs (see Duty Assignment for Professional Development Officer for details)

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- Know the structure of the CAP professional development
- Maintain an adequate stock of applicable forms
- Assist other members in proper completion of forms
- Maintain unit training records in SIMS, CAPF 45 and 66 CAPR 50-16 & CAPR 50-17
- Assure security of training examinations CAPR 50-4 para 1-4 & 2-4
- Assist the Professional Develop Officer to prepare documentation in support of training awards for the commander's review
- Assist the Professional Develop Officer to submit applications for awards
- Coordinate member training accomplishments with other members of the staff
- Testing is limited to one test per session by cadets
- Cadets testing must arrive by 1800 hours and formally report in to the TCO, in uniform, and must present their CAPID before testing
- TCO must ensure that cadet is qualified to take a test that is to be officially recorded by reviewing the SIMS records and their Grade Contract CAPF 52
- Cadets may take non-Phase Level tests prior to obtaining a higher grade for practice only
- Cadets may not take a Phase Level test before a formal Board of Review is completed
- Cadets may only test for recording of promotions every 60 days, no testing ahead
- Cadet testing must be completed by 1825 hours to ensure attendance at opening ceremony
- Progress through any Master skill rating
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI on the Professional Development Officer's position by 1<sup>st</sup> of September annually to the Squadron Commander
- The professional development officer should be familiar with CAPP 204, CAPR 50-17 and other directives in the 35, 39, 50, 52, 200, 280, and 900 series